

**ORANGE COUNTY SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

Subject: Fire Prevention Plan

Number: E 24

Approved:

Date: 02/05/07

I. PURPOSE

The purpose of this procedure is to comply with California Code of Regulations, Title 8, General Industry Safety Orders, Section 3221, which requires employers to establish a written Fire Prevention Plan for the protection of employees.

II. POLICY

The Social Services Agency (SSA) Administrative Services Division is responsible for the coordination of an effective Fire Prevention Plan to provide for the safety of persons and property in the event of a fire. On-site management is responsible for the planning and operational implementation of the plan.

The SSA Deputy Director shall ensure that the Fire Prevention Plan is implemented and maintained. Under his/her direction all employees receive appropriate training.

III. DEFINITIONS

Fire hazards, include but are not limited to, accumulated waste paper or other flammable/combustible materials and chemicals, malfunctioning electrical equipment or malfunctioning building electrical or Heating, Ventilation and Air Conditioning (HVAC) systems. A fire hazard could also include any malfunctioning personal equipment such as lamps, microwaves, portable heaters, electric fans, Christmas trees/lights, refrigerators and coffeepots.

IV. PROCEDURE

The following tasks and responsibilities shall be implemented to ensure the effectiveness of SSA Fire Prevention Plan:

A. Supervisors

1. The supervisor of each new employee shall give the employee a safety packet containing the Fire Prevention Plan and a Safety Materials Checklist. The employee shall sign the Checklist attesting that he/she has read the Fire Prevention Plan and other safety materials. The signed checklist shall be kept on file at the work site.
2. Provide Fire Prevention Plan training to employees during the first 30 days of employment or in the first 30 days after transfer to a new job location, and at least once a year thereafter. The training must be documented and the records of the training must be maintained for three years at the work site.
Instructional training will include the following subjects:
 - a. What to do in the event of a fire and how to evacuate the building; the locations of the posted emergency evacuation plan; and the location and use of fire extinguishers.
 - b. The type of system used in the building to control ignition of fires: fire extinguishers, fire alarms, smoke detectors and overhead sprinkler systems.

B. Employees

1. Know where fire alarms and extinguishers are located, what each is for, and how to use them.
 2. Maintain a neat, clean work area, and prevent the accumulation of paper.
 3. Observe “No Smoking” in County facilities and within 20 feet of a main exit, entrance, or operable window of a County facility.
 4. Report all fire hazards to their immediate supervisor, especially electrical hazards.
 5. Know the building’s Emergency Evacuation Plan.
- C. Departmental Safety Representatives (DSRs)
1. Monitor and control the accumulation of flammable or combustible waste materials in work areas so they will not contribute to a fire or hazardous materials.
 2. Periodically check electrical equipment such as: office equipment, computers, heaters, microwaves, etc., for worn cords and wires.
 3. Conduct a fire drill annually (or every six months), if required by the Memorandum of Understanding (MOU), and maintain a copy of the results onsite.
 4. Act as liaison with CEO/Risk Management Safety Office in disseminating information on fire prevention in the workplace.
 5. Ensure current information, such as fire prevention posters, bulletins and emergency numbers, is posted in areas that employees frequent (e.g. break rooms, lobby).
 6. Ensure required staff training is documented and maintained on file at the work site.
- D. County Safety Office Staff
1. Assist in the development of fire prevention training programs designed to meet specific needs of the Agency.
 2. Assist in the implementation and compliance with the California Code of Regulations, Title 8, Section 3221, and California Labor Code Section 142.3.
 3. Conduct scheduled and unscheduled inspections of facilities to identify potential fire hazards. These inspections should be scheduled no less than once every three years.
- E. SSA/Facilities Services Analysts
1. Work with building owners to ensure HVAC equipment is regularly inspected prescribed preventative maintenance schedules are followed.
 2. Work with building owners, CEO/Risk Management Safety Office and Departmental Safety Representatives (DSRs) to immediately correct identified fire hazards.
 3. Work with building owners to ensure fire suppression equipment is regularly inspected and maintained, such as:
 - a. Fire extinguishers - certified annually and inspected and initialed monthly.
 - b. Fire sprinklers - certified every 5 years.
 - c. Alarm system (if applicable) - tested at least annually with fire drill and any deficiencies corrected.

V. REFERENCES

Administrative Policies and Procedures C 33 “Injury, Illness, Fire and Hazard Prevention”
Administrative Policies and Procedures D 15 “Employee Owned Electrical Appliances”
Adult Services & Assistance Programs/Family Self-Sufficiency (ASAP/FSS) Operations Manual, B-VII, “Emergency Procedures and Evacuation Plans” for District Offices